

## **Carlisle School Committee**

### **Minutes**

**May 19, 2008**

**Robbins Library**

**7:00 PM**

Present – School Committee: Bill Fink; Wendell Sykes; Dale Ryder; Louis Salemy, Chad Koski.

Present – School Administration: Marie Doyle, Superintendent; Claire Wilcox, Assistant to the Superintendent.

### **Marie Doyle called the meeting to order at 7:02 pm.**

She read a statement regarding process of seating of the school committee and asked for a motion to seat the members of the committee.

**Wendell Sykes made a motion to seat Bill Fink, Louis Salemy, Dale Ryder, Chad Koski, Wendell Sykes. Ms. Ryder seconded the motion and all members voted in favor, except Louis Salemy who has not been sworn in yet and did not vote.**

**Wendell Sykes made a motion to elect Chad Koski as chair of the committee. Dale Ryder seconded the motion and all members, except Louis Salemy who has not been sworn in yet and did not vote, voted in favor.**

**Chad Koski made a motion to elect Wendell Sykes as vice chair of the committee. Dale Ryder seconded the motion and all members voted in favor, except Louis Salemy who has not been sworn in yet and did not vote.**

**Chad Koski made a motion to elect Claire Wilcox as secretary to the committee. Dale Ryder seconded the motion and all members voted in favor, except Louis Salemy who has not been sworn in yet and did not vote.**

**Chad Koski made a motion to elect Heidi Zimmerman as treasurer. Dale Ryder seconded the motion and all members voted in favor, except Louis Salemy who has not been sworn in yet and did not vote.**

Mr. Koski stated that other appointments would be made at the end of the meeting or at the next meeting following discussion.

### **Training and Transition**

Nicole Burkel, former chair of the committee was present and discussed the training manual she had put together. She reviewed the materials in the book and gave several suggestions as to how members might come up to speed. One requirement is that new members attend a training session given by MASC and by the EDCO Collaborative.

She suggested that new members might want to meet with members of the school administrative team.

She reviewed possible sub-committee assignments, which include the chair, vice-chair, and regional school committee representatives. Mr. Koski recommended serving on the regional committee as a good way to learn more about the school committee process.

Other assignments include serving on the School Building Committee, on the long-term capital requirements committee, the contract negotiating committee. Mr. Sykes is currently serving on the SBC.

Ms. Burkel noted the information that is present on the website, including meeting schedules, minutes, policies. She reviewed the two policies that directly affect School Committee members.

She then reviewed the roles and responsibilities of School Committee members.

Ms. Ryder asked for clarification regarding emails sent to school committee. Ms. Wilcox stated that she sends all SC email to the chair or to all the members. Ms. Ryder suggested that we develop a protocol for responding to emails and letters sent to the Board. Mr. Koski will screen emails and respond to the sender. He will use his discretion relative to sharing the information with the full board.

She reviewed the order of meetings and discussed the procedures for making motions. She also discussed the open meeting law and the importance of not using email to discuss issues among members.

She discussed the relationship between the school committee and the superintendent and the evaluation process.

She reviewed the process of developing the budget and the budget documents included in the manual.

Ms. Burkel stated some possible topics for the summer retreat: collective bargaining strategy, superintendent evaluation, goals for next year, three-year budget.

Members discussed the following sub-committee assignments: regional school committee, long-term capital requirements committee, building committee. It was decided that these assignments would be finalized at Wednesday's regular meeting.

Ms. Burkel suggested that members give a brief summary of their background and interests. Each member spoke briefly about this.

Mr. Fink asked whether it would be better to attend the EDCO class or the MASC class. Most members have attended the MASC course, but Mr. Koski spoke highly of the EDCO offering.

Mr. Fink asked about the agendas for the two remaining meetings for the year, and Mr. Koski and Ms. Wilcox reviewed the agendas.

Mr. Fink asked about the School Building process and how the full Committee gets involved in the process. The committee discussed this in detail.

Ms. Burkel asked for feedback on the process and the documents she had prepared. Mr. Fink stated that it was extremely valuable. All members agreed.

Ms. Doyle read a tribute to Nicole Burkel and presented Ms. Burkel with gifts from the school and from the committee.

## **Public Comment**

Alex Krapf thanked the outgoing committee members and then asked to have the agenda item concerning his family's proposed donation moved to an earlier time at Wednesday's meeting.

## **Adjournment**

There was no additional business, and **Mr. Salemy made a motion to adjourn the meeting. Ms. Ryder seconded the motion, and all members present voted in favor.**

The public meeting was adjourned at 8:45 pm.

Respectfully submitted,

Claire M. Wilcox  
Assistant to the Superintendent